

## **CITY OF BURBANK**

### **RECORDS MANAGEMENT COORDINATOR**

#### **DEFINITION**

Under direction to plan, organize, direct, and supervise the activities of the Records Center and records management program for the City; to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Maintains Citywide department records in accordance with legal requirements, records management policy and procedures; implements and coordinates a comprehensive records management program for the City; assists departments throughout the City in the application and implementation of record management policies, procedures, and techniques, including filing systems, indexing, forms design, and central records storage, retrieval, and disposition; establishes methods and procedures for retrieval of records and information stored in departments, the Records Center, and on microfilm; prepares and maintains records retention schedules, policies, procedures, and manuals for records management, microfilming, forms management, and vital records protection and preservation; prepares administrative cost reports; develops and conducts records management training programs; prepares budget information as required; conducts records inventories and surveys; organizes and conducts special records research projects; supervises, trains, and evaluates records management employees; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles of organization and administration; local, state, and federal laws relating to records retention; modern office methods, records filing systems, equipment, and practices.
- Ability to - design, implement, and maintain detailed record systems; analyze records management system problems; present ideas and recommendations effectively in oral and written form; use independent judgment and initiative; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a major in business or public administration, library science, or related field and two years of experience in comprehensive records management programs involving the development of systems for the maintenance, retention, and disposition of a wide variety of records, including one year's experience in a supervisory capacity. NOTE: Additional records management experience may be substituted for the college requirement on a year for year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.